

## **Executive Committee Meeting Minutes – Monday, October 10, 2005**

Chairman Dwyer called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

**Present:** Chair James Dwyer, County Board Supervisors Patricia Haukohl, Walter Kolb, William Mitchell, Duane Paulson, Duane Stamsta. **Absent:** Supervisor Dick Manke. Paulson left at 9:50 a.m. Dwyer left the meeting at 11:25 a.m.

**Staff Present:** Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Office Services Coordinator Windy Jicha.

**Also Present:** Community Development Coordinator Glen Lewinski, WCFLS Executive Director Tom Hennen, UW-Extension Director Marcia Jante, Director of Administration Norm Cummings, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Mike Baniel, Senior Financial Analyst Andy Thelke, Program Assistant Nancy Mojica, Treasurer Pamela Reeves, Budget Manager Keith Swartz, Office Services Coordinator Donna Simmert, Waukesha County Historical Society Executive Director Sue Baker, Risk Management Administrator Laura Stauffer, Budget Specialist Linda Witkowski.

### **Discuss and Consider the Community Development Block Grant 2006 Operating Budget**

Lewinski said there is no tax levy in the CDBG budget. The budget is a “guess” because it is dependent on how much the federal government gives to CDBG. He anticipates the CDBG budget to be reduced by 8% and the HOME budget to remain neutral. Lewinski reviewed the CDBG financial and position summaries and departmental objectives.

The committee discussed at length the 16.2% increase in the interdepartmental charges. Swartz said the county uses consultants to figure out the amount charged for interdepartmental charges to departments receiving grant funding. Daniels said interdepartmental costs are increasing for county indirect administration charges, charges for computer usage and a charge for building office space that was omitted in the 2005 budget.

Lewinski reviewed the 2006 budget for the CDBG program including financial summary, program highlights, performance measures and activities. Lewinski said it becomes more and more difficult to reach goals to create affordable workforce housing for low to medium income households. The county needs to look at different strategies to provide affordable housing. Lewinski reviewed the allocation of program year 2005 CDBG funds. The 2005 adopted budget estimated the grant to be \$1,800,000 but the actual grant was \$1,678,756.

Lewinski reviewed the 2006 budget for the HOME Investment Partnership Program including financial summary, program highlights, performance measures and activities. Operating expenses are estimated to increase in 2006 primarily due to an estimated increase in the federal HOME appropriation and inclusion of the Village of Germantown as a participant. Also, the revolving loans and related program income are expected to increase.

Esler asked what percentage of HOME funds goes to Waukesha, Jefferson, Washington and Ozaukee Counties? Lewinski said he did not know but he could get the numbers for the committee. Daniels will look into the footnotes associated with the American Dreams program in the budget book for accuracy.

**MOTION:** Haukohl moved, Stamsta second, to approve the Community Development Block Grant 2006 Operating Budget. Motion carried: 5-1 (Kolb voted no).

Supervisor Paulson left the meeting at 9:50 a.m.

### **Discuss and Consider the 2006 Operating Budget of UW-Extension**

Jante and Simmert were present to discuss the 2006 Operating Budget of the UW-Extension. The reduction in county tax levy support of \$211,183 since 2002 including the 2006 reduction of \$50,000 represents a 44% reduction since 2002. In 2006, this reduction results in state reductions of university support to the county, which consists of \$107,653 in salaries and benefit for a loss of 0.75 faculty FTE. In addition to the county's appropriation, the state and federal partners will provide approximately \$246,925 for 5.75 FTE for faculty positions, plus an estimated \$1,539,079 in support to Waukesha County Extension programs in 2006. Jante reviewed and distributed two handouts titled "UW-Extension Budget 2006 allocations" and "UW Extension Budget Allocation for 2006." There are three FTE support staff supporting 28 staff members and 19 in-office volunteers. Jante reviewed and distributed a third handout titled, "2005 Funding, .75 FTE Consumer Horticulture Educator Salary, 30 hours/week." Jante explained that this handout highlights how the Consumer Horticulture Educator has found grant funding to cover 100% of her salary.

Jante said to meet 2006 budget requirements, UW-Extension was asked to do a cost analysis of each program by county, federal, state and other miscellaneous revenues and expenditures. A sample analysis was distributed to committee members.

Mitchell asked if UW-Extension is at risk of possible future funding reduction when the county cuts their contribution? Jante said yes. UW-Extension loses funding whenever an FTE is cut. Professional development and technology support are also cut when the county tax levy is cut. The county budget cuts give the department less leverage when applying for grants. The less county money UW-Extension has, the less they can leverage. Federal or grant funds cannot be used to leverage grants.

Kolb asked have audits been completed on all UW-Extension programs showing what the program provides, specific budgets, end results, etc.? Jante said they received a grant a few years ago to audit several of the programs and the results were brought to the Executive Committee. UW-Extension is working on developing programs recommended through the audit. She will bring these results to the committee when completed.

Jante distributed and reviewed a handout titled, "Budget 2006 UW-Extension Faculty Funding Sources." Jante said 2006 revenues from the Family Nutrition Program Grant of \$5,600 will be paid towards computer maintenance and replacement. This will reduce the grant by \$11,200 because of the elimination of the county in-kind contribution. Also in 2006, the department will eliminate five phone lines and four computers, which means that 35% of the staff will share phones and computers. Three staff members use their personal cell phones at their own expense for work. 2006 grant funds will pay \$5,000 toward computer maintenance and \$2,000 in phone costs.

Jante distributed and reviewed a handout titled, "Haertel Field Grant Application (2006 Budget), Program Expenses Supplement" showing the financial breakdown of expenses for the grant. The total estimated cost of the program is \$148,887. Jante said they recently received notification they will receive only \$57,000 for the program. Total personnel costs for the program are approximately \$70,000. They need to go through the program to decide how they can make it work with the reduced award amount.

Stamsta asked if we should look at closing the UW-Extension office? Jante said this is something the board will have to review. Swartz said we will see the total impact of the budget cuts in 2006 when it is determined how much grant funding the department can secure. Swartz said County Executive Finley cut the budget and County Executive Dwyer put a portion, \$25,000, back into the budget to cover Jante's salary. Before that, there were no funds budgeted for Jante's salary.

Haukohl said she doesn't know if ending the program is the right answer but "nickel and diming" it to death is not good either. Dwyer said the opportunity to continue funding this program through grant dollars is not promising.

Kolb said he cannot support some of the programs. He thinks Finley's cuts in the budget were a means of starving the program. He is in favor of eliminating UW-Extension.

Stamsta said he doesn't have a problem with UW-Extension. He has a problem with starving UW-Extension especially with the huge staff and volunteer efforts that go into it. Jante said it is easy to continue their work because of the way it helps the community. In the last four years, they have "gotten blood from a turnip" but the last cut was too much. UW-Extension programs service all Waukesha County residents. You don't need to be a criminal or mentally ill to use the services. Waukesha County is the only county in the state where the faculty has been asked to find grant funding to cover staff salaries. Other counties have had to reduce their budgets this year but nothing as severe as Waukesha County's cuts. The majority of budgets she has seen are higher than Waukesha County's.

MOTION: Haukohl moved, Stamsta second, to approve the 2006 Operating Budget of UW-Extension. Motion carried: 4-1 (Kolb voted no).

### **Future Agenda Items**

- Overview of the 4-H Program

### **Approve Library RFP for Library Governance Options Study**

Hennen said they didn't receive the grant they applied for but will go forward in a reduced manner by performing less surveys and investigations of other library systems. Dane and Waukesha Counties will be performing the study together. The contract is structured so that if Milwaukee County wants to join the study, they can do so at a later date. An additional county will reduce costs for Waukesha and Dane Counties.

MOTION: Mitchell moved, Stamsta second, to acknowledge and approve the change in scope for the WCFLS Library Governance Options Study. Motion carried: 4 -1 (Kolb voted no).

Supervisor Dwyer left the meeting at 11:25 a.m.

### **Discuss and Consider the 2006 Operating Budget for the Waukesha County Federated Library**

Hennen presented the WCFLS budget, background information on the WCFLS, achievements, goals, budget considerations, best fit formula, trends, etc. Hennen said county tax levy is down for WCFLS and state funding is up. The county levy is down because of the new library in Pewaukee. He anticipates this to be a one-time correction but he's not sure how it will work in future years.

MOTION: Stamsta moved, Haukohl second, to approve the 2006 Operating Budget for the Waukesha County Federated Library. Motion carried: 4-0.

### **Correspondence**

Kolb distributed and reviewed the list of correspondence. He said Supervisors should request copies of the listed items from Jicha.

### **Approve Minutes of September 12, 2005**

MOTION: Mitchell moved, Haukohl second, to approve the minutes of September 12, 2005 as amended. Motion carried: 4-0.

### **Approve Minutes of September 15, 2005**

MOTION: Stamsta moved, Haukohl second, to approve the minutes of September 15, 2005 as amended. Motion carried: 4-0.

### **Meeting Approvals**

MOTION: Haukohl moved, Stamsta second, to approve attendance of the Executive Committee at the County Executive Awards Luncheon on October 21. Motion carried: 4-0.

### **Discuss and Consider the Non-Departmental 2006 Operating Budget**

Baker said the Historical Society has completely spent the county grant by making the following improvements to the museum: electrical upgrade, roof repairs, HVAC, women's room upgrade (six new stalls), additional elevator, addition of a second egress, smoke detectors, etc. The following improvements were made with funds from the building operations grant: thermostat replacement, insulated the space above the offices, caulked windows in the old Huber facility, etc. The following improvements were made with the CDBG grant funds: tuck-pointing throughout the building, safety improvements to the main entrance, etc. In addition to the money the Historical Society gets from the county, they also receive revenue from grants, donations, teachers' workshops, summer camp, photo and meeting space rentals, their store, etc. They have received significant in-kind donations including pro bono legal, accounting and IT services, lawn care, cleaning, television ads, newspaper subscriptions, etc. In the past year, the City of Waukesha has made additional free street parking available in the area. Starting in January 2006, the museum will begin charging admission. The fee will be \$3 for adults, \$2 for seniors and \$1 for children ages six years to adult. Waukesha County residents may visit the museum for free on Saturdays.

Stamsta asked if the Museum has an external auditor? Baker said they pay an external auditor. Cummings said he has reviewed a copy of the audit and found they are in good shape. Things are going well for the Historical Society because they are making improvements slowly. Carroll College will continue to verify attendance at the facility every other year. Students in a statistical course will work on actual attendance and attendance forecasts.

Mitchell asked is the facility ADA compliant? Baker said it is not completely compliant. Because the building is so old, it will be difficult to be 100% compliant. We have improved the public spaces.

Esler said what will you do when the county funds go away? Baker said we forecast that we will have enough money to run the facility.

Stauffer reviewed the available funds in the non-departmental budget for security improvements and access control. She said after several years of security improvements, it is a good time to implement access control in 2006. In 2003, equipment was purchased with grant and capital project funds to secure the Courthouse and Administration building. This plan will not be implemented overnight.

Cummings explained that funds were put in the non-departmental budget for Courthouse/Administration Controlled Access for staffing. Security staffing for controlled access includes one sworn officer, a half-time sworn officer and two non-sworn personnel, possibly former law enforcement personnel. The sworn officer is being added to staffing per Ordinance 160-O-056 (the "positions" ordinance). The half-time sworn officer will be supplied from the Sheriff's Department staff and the department will be reimbursed from this fund. Eventually this salary will be paid for from the Sheriff's Department's budget. An informational campaign will be run before the screening is implemented.

Esler said \$250,000 is all soft costs with a capital project in 2007 and 2008. With only personnel costs budgeted for, where is the money coming from for all the improvements that will be needed? Even if the new security system doesn't take effect until 2006, how will you get people to go through the secured main entrance? Cummings said he will check the Parks and Land Use budget to see if there is money for signage. There is money in the non-departmental budget for loss control, which will help with expenses. Staffing will cost \$225,000 so there will be \$25,000 left in the budget.

Cummings presented the remainder of the Non-Departmental 2006 operating budget. This budget is established to account for those revenue and expenditure transactions that are not directly associated with or controlled by a specific departmental operating budget. This budget also serves as a vehicle for one-time or short-term (less than five years) program appropriations. The Non-Departmental budget includes three funds: General, End User Technology and Contingency. The 2006 expenditure budget for this functional area totals \$8,482,451 after adjustments to exclude proprietary fund capitalized fixed asset items, an increase \$885,378 or 11.7% from the 2005 adopted budget. Budgeted revenues total \$7,210,622, an increase of \$682,735 or 10.5% from the 2005 adopted budget. The tax levy for this functional area totals \$1,336,186, an increase of \$267,000 or 25% from the 2005 budget. Cummings reviewed each line item found on page 393 of the budget book.

Stamsta said that since this is a year of budget cutting, he would consider cutting money from the tourism initiative.

Esler asked if item five on page 392 should be changed to read "... in conjunction with the Greater Milwaukee Area Organization." Cummings said his department will make this change.

Stamsta said he thought the WCEDC was to become self-sustaining 16 years ago. Haukohl said she likes having input into that organization. Stamsta said he would like to see some of that money go to UW-Extension where it benefits more people. Cummings said the executive director of WCEDC has done a great job and we'd hate to lose him.

Esler commented that the tax levy for this budget is going up 64%.

MOTION: Haukohl moved, Mitchell second, to approve the Non-Departmental 2006 Operating Budget.  
Motion carried: 4-0.

#### **Discuss and Determine Values for 2005 Foreclosed Properties Less than \$5,000**

Reeves said these three properties will be taken in foreclosure. Some could be the result of surveying errors. Neighbors purchasing these parcels will have to pay to combine both properties into one legal description.

GNT 1528.987 – Reeves said this property is in the Town of Genesee. The recommended sale price is \$100 because less than \$80 is owed on back taxes.

MOTION: Haukohl moved, Mitchell second, to approve the recommended sale price of \$100 for GNT 1528.987. Motion carried: 4-0.

WAKC 1340.993 – Reeves said this .04-acre property is a sliver of land adjacent to two City of Waukesha owned parcels and the site of a former water tower.

MOTION: Stamsta moved, Mitchell second, to approve the recommended sale price of \$100 for WAKC 1340.993. Motion carried: 4-0.

VNT 2079.991 – Reeves said this .28-acre property is a landlocked triangle bordering on I-43.

MOTION: Haukohl moved, Stamsta second, to approve the recommended sale price of \$200 for VNT 2079.991. Motion carried: 4-0.

### **Discuss and Consider Resolution 160-R-011: Adopt Five-Year Capital Projects Plan**

Mitchell said the Judiciary Committee will make a motion at the board meeting tonight to move the Medical Examiners project (item 10 – 200616) forward one year.

Haukohl said she would support moving the project forward if the Medical Examiner could bring in capital project revenues.

MOTION: Mitchell moved, Stamsta second, to support the Judiciary Committee's motion at the board meeting to move Capital Project item 10 (200616) forward to begin in 2007 and to investigate additional Medical Examiners capital revenues to support the project.

Mitchell said changing the project start date was brought up during the Medical Examiner's budget presentation. Cummings said performing the scheduled study would allow for recommendations to support or not support moving the project forward. If there is a recommendation to move the project forward, you could move it forward during next year's capital plan discussion.

Stamsta said finding capital project revenues could be added as an objective to the Medical Examiner's operational budget. Haukohl said she could support moving the study forward and adding the revenue issue as an objective. Mitchell said the Judiciary Committee wanted to move all parts of the project forward.

Motion carried: 4-0.

### **Review, Discuss and Consider 2006 – 2010 Capital Projects Plan Relative to Public Works Buildings (Item 13)**

Haukohl said she had concerns about how far out Item 13 – Radio Services Building Exp/Renovation is scheduled but felt better after she talked to staff about it.

MOTION: Stamsta moved, Haukohl second, to approve Resolution 160-R-011. Motion carried: 4-0.

### **Committee Reports by Committee Chairs for the Following Meetings:**

September 29 and October 6 and 7, 2005 – Health and Human Services – Stamsta said at the September 29 meeting, the committee reviewed the Veterans' Services budget and the 2006 Amendment to Waukesha County Aging Unit Plan. The committee and board heard updates on the 2005 Federal Department of Justice Drug Court Discretionary Grant and the related budget modifications. They also approved ordinance 160-O-055 for the CJCC to accept grant funding. The committee reviewed the HHS budget on October 6 and 7 without any major modifications. It's a disappointing budget and it's going to be a tragic year.

September 30 and October 7, 2005 – Judiciary and Law Enforcement – Mitchell said on September 30<sup>th</sup>, the committee heard updates on the Communications Center, Lieutenant Wood's on Trip to Russia regarding study of Metro Unit and the state legislature. The committee approved the ordinance to allow CJCC to accept grant funding and toured the Justice Facility. At the October 7<sup>th</sup> meeting, the committee reviewed budgets for the following departments: Medical Examiner, Emergency Preparedness, District Attorney and Circuit Court Services.

October 5, 2005 – Finance – Haukohl reported that at the committee reviewed the five-year budget projections and 2006 cost to continue, a 2006 Budget Overview, a Federated Library contract procurement process and payment of special assessments and tax certificates issued. The committee discussed budgets for Administration and the Treasurer's office. Lastly the committee approved an ordinance to allow CJCC to accept grant funding.

October 4, 2005 – Land Use – Kolb said the committee reviewed the Register of Deeds and Parks and Land Use Department budgets and approved a zoning ordinance.

September 29 and October 6, 2005 – Public Works – Manke was not present to report on these meetings.

October 4, 2005 – Personnel – Paulson was not present to report on these meetings.

**Motion to Adjourn**

MOTION: Stamsta moved, Haukohl second, to adjourn the meeting at 3:50 p.m. Motion carried: 4-0.

Respectfully submitted,

Walter Kolb  
Secretary